



Citywide Administrative Services

BILL DE BLASIO
Mayor

DEPARTMENT OF CITYWIDE ADMINISTRATIVE SERVICES
BUREAU OF EXAMINATIONS

LISETTE CAMILO
Commissioner

NOTICE OF EXAMINATION

ASSOCIATE STAFF ANALYST

Exam No. 9061

WHEN TO APPLY: From: June 5, 2019

APPLICATION FEE: \$82.00

To: June 25, 2019

If you choose to pay the application fee with a credit/debit/gift card, you will be charged a fee of 2.00% of the payment amount. This fee is nonrefundable.

THE TEST DATE: Multiple-choice testing is expected to begin on **Saturday, September 14, 2019.**

YOU ARE RESPONSIBLE FOR READING THIS ENTIRE NOTICE BEFORE YOU SUBMIT YOUR APPLICATION.

WHAT THE JOB INVOLVES:

Associate Staff Analysts, under direction with wide latitude for independent initiative and judgment, in addition to performing the duties of Staff Analyst at a higher level, perform difficult professional work in the preparation and administration of agency budgets and the conduct of economic research and studies; in the preparation and conduct of administrative, procedural and operational studies and analyses concerning the agency's organization and operations; and in personnel administration; and supervise staff performing such work. Associate Staff Analysts utilize computers in the performance of these duties. All Associate Staff Analysts perform related work and during the temporary absence of the supervisor, may perform the supervisor's duties.

(This is a brief description of what you might do in this position and does not include all the duties of this position.)

THE SALARY:

The current minimum salary is \$65,731 per annum. This rate is subject to change.

HOW TO QUALIFY:

This is a computer-based Qualifying Education and Experience Test. Your education and experience will be evaluated online and you will receive immediate tentative results. You may be given the test before we verify your qualifications. You are responsible for determining whether or not you meet the education and experience requirements for this examination prior to submitting your application. If you are found "Not Qualified," your application fee will not be refunded and you may not receive an Admission Notice or score. (For more information see Exam Site Admission section.)

You will **not** receive credit for education which you obtain after June 30, 2019 or experience which you obtain after the end of the Application Period (June 25, 2019).

EDUCATION AND EXPERIENCE REQUIREMENTS:

1. A master's degree from an accredited college or university in economics, finance, accounting, business or public administration, human resources management, management science, operations research, organizational behavior, industrial psychology, statistics, personnel administration, labor relations, psychology, sociology, human resources development, political science, urban studies, or a Juris Doctor degree from an accredited law school, **and** one year of satisfactory full-time professional experience in one or a combination of the following: working with the budget of a large public or private concern in budget administration, accounting, economic or financial administration, or fiscal or economic research; in management or methods analysis, operations research, organizational research or program evaluation; in personnel or public administration, recruitment, position classification, personnel relations, labor relations, employee benefits, staff development, employment program planning/administration, labor market research, economic planning, social services program planning/evaluation, or fiscal management, or in a related area; **or**
2. A baccalaureate degree from an accredited college or university **and** three years of satisfactory full-time professional experience in the areas described in "1" above.

The education requirement must be met by June 30 2019. The experience requirement must be met by the last day of the Application Period (June 25, 2019).

The college or university must be accredited by regional, national, professional, or specialized agencies recognized as accrediting bodies by the U.S. Secretary of Education and by the Council for Higher Education Accreditation (CHEA). The law school must be accredited by the American Bar Association or the California Bar Association.

READ CAREFULLY AND SAVE FOR FUTURE REFERENCE

If you were educated outside the United States, you must have your foreign education evaluated to determine its equivalence to education obtained in the United States. This is required only if you need credit for your foreign education in this examination. For more information see the Foreign Education Evaluation Guide in the Required Information section.

You have until midnight Eastern time on the last day of the Application Period (June 25, 2019) to clearly specify in detail all of your relevant education and experience information on your Education and Experience Test in OASys. Once you submit your Education and Experience Test in OASys, you will not be permitted to submit new or additional information about your education and/or experience online.

Once your Online Education and Experience Test is final submitted, it will be rated based on the information you provided and saved. If you are currently employed by the City of New York, be sure to include information about your current job. If you have applied for a previous examination, do not assume information you provided on a previous Education and Experience Test has been saved. If you are found "Not Qualified," you will **not** be able to submit new or additional information about your education and/or experience online.

In order to receive credit for satisfactory, professional experience as described above, for each employment you must have performed **at least six (6)** of the tasks listed in **one** of the following Task Categories of the Associate Staff Analysis Task Inventory:

Task Category #	Task Category
0100.0000	Professional work in budget administration, accounting, economic or financial administration, fiscal or economic research, and/or fiscal management (32 tasks).
0200.0000	Professional organizational research work, such as management or methods analysis, operations research, program evaluation, labor market research, economic planning, social services program planning/evaluation (27 tasks).
0300.0000	Professional work in personnel or public administration, recruitment, position classification, personnel relations, employee benefits, staff development, employment program planning/administration (27 tasks).

The complete Associate Staff Analysis Task Inventory is as follows:

Associate Staff Analysis Task Inventory

0100.0000	Professional work in budget administration, accounting, economic or financial administration, fiscal or economic research, and/or fiscal management (32 tasks).
0100.0001	Prepares the agency's or organization's budget or financial contract proposals.
0100.0002	Evaluates the agency's or organization's budget or financial contract proposals.
0100.0003	Monitors and reports on variances between planned and actual expenditures.
0100.0004	Prepares budget or financial contract modifications.
0100.0005	Monitors the progress of budget or financial contract modifications execution.
0100.0006	Prepares staffing proposals using statistical analyses and cost effectiveness techniques to make recommendations.
0100.0007	Prepares fiscal requests, using statistical analyses and cost effectiveness techniques to make recommendations.
0100.0008	Collects and analyzes data related to budget development and makes recommendations, as required.
0100.0009	Prepares analyses of possible program expenditure options in designated areas.
0100.0010	Prepares monthly and cumulative expenditure and revenue reports.
0100.0011	Prepares summary reports on expenditures comparing projected and actual figures.
0100.0012	Collects and organizes data relative to economic problems.
0100.0013	Analyzes, interprets and presents data relative to economic problems.
0100.0014	Serves as a representative, liaison, consultant or expert on major professional or technical matters in an economic studies or budgeting unit, department, or organization.
0100.0015	Performs advanced technical or professional work involving specialized expertise in economic studies or budgeting.
0100.0016	Performs the duties of a deputy to the organization's budget officer or head of a division or unit engaged in budgeting work.
0100.0017	Performs the duties of a deputy to the head of a division or unit engaged in economic research and studies.
0100.0018	Under supervisor's guidance, performs other professional budget administration duties comparable to those listed above.
0100.0019	Supervises staff in an economic studies or budgeting unit, department, or organization.
0100.0020	Addresses training needs of staff in an economic studies or budgeting unit, department, or organization.
0100.0021	Plans and manages the activities of staff collecting, organizing, analyzing, interpreting and presenting data relative to the economic problems of the group or organization.
0100.0022	Serves as unit head of professional and other staff engaged in budget and financial administration activities.
0100.0023	Plans and manages the activities of staff preparing and/or evaluating the agency's or organization's budget or financial contract proposals.
0100.0024	Plans and manages the activities of staff preparing and/or monitoring budget or financial contract modifications.
0100.0025	Plans and manages the activities of staff preparing staffing proposals using statistical analyses and cost effectiveness techniques to make recommendations.

- 0100.0026 Plans and manages the activities of staff preparing fiscal reports, using statistical analyses and cost effectiveness techniques to make recommendations.
- 0100.0027 Coordinates and directs the work of staff in an economic studies or budgeting unit, department, or organization.
- 0100.0028 Prepares or oversees the preparation of reports on the unit, department, or organization's progress in meeting stated goals and objectives.
- 0100.0029 Conducts or oversees interviews related to budget and/or financial administration.
- 0100.0030 Conducts or oversees financial research on the status of the economic conditions in the agency.
- 0100.0031 Prepares or oversees the preparation of staff performance evaluations; monitors staff time and leave.
- 0100.0032 Prepares or maintains financial accounting statements and records including for fixed assets.

- 0200.0000 Professional organizational research work, such as management or methods analysis, operations research, program evaluation, labor market research, economic planning, social services program planning/evaluation (27 tasks).**
- 0200.0001 Collects data related to organizational research.
- 0200.0002 Analyzes data related to organizational research.
- 0200.0003 Makes required recommendations based on results of organizational research.
- 0200.0004 Conducts economic research studies.
- 0200.0005 Plans and/or conducts professional organizational research.
- 0200.0006 Uses quantitative analysis, cost analysis and other research techniques to analyze complex data and/or make recommendations.
- 0200.0007 Helps to determine the need for contractual services and defines the scope of such services.
- 0200.0008 Helps to select and evaluate the performance of appropriate vendors.
- 0200.0009 Serves as a representative, liaison, consultant or expert on major professional or technical matters in an organizational research unit, department, or organization.
- 0200.0010 Performs the duties of a deputy to the head of a division or unit of professional and other staff engaged in organizational research activities.
- 0200.0011 Performs advanced technical or professional work involving specialized expertise in personnel or human resources.
- 0200.0012 Prepares comprehensive reports of findings with recommendations for improved efficiency.
- 0200.0013 Prepares, maintains and revises system and procedure manuals; designs forms.
- 0200.0014 Prepares charts, graphs and other related material.
- 0200.0015 Prepares periodic or special reports on agency's or organization's programs.
- 0200.0016 Supervises staff in an organizational research unit, department or organization.
- 0200.0017 Addresses training needs of staff in an organizational research unit, department, or organization.
- 0200.0018 Supervises staff collecting, analyzing, interpreting and/or presenting data related to organizational research.
- 0200.0019 Serves as unit head of professional and other staff engaged in organizational research activities.
- 0200.0020 Supervises staff making required recommendations based on results of organizational research.
- 0200.0021 Supervises staff engaged in economic research studies.
- 0200.0022 Supervises staff performing difficult and responsible professional organizational research.
- 0200.0023 Supervises staff using quantitative analysis, cost analysis and other research techniques to analyze complex data and/or make recommendations.
- 0200.0024 Prepares or oversees the preparation of written material, i.e., reports, procedure manuals, forms.
- 0200.0025 Conducts or oversees financial research on the status of the economic conditions in the agency.
- 0200.0026 Conducts or oversees interviews and operational studies on organizational research procedures.
- 0200.0027 Prepares or oversees the preparation of staff performance evaluations; monitors staff time and leave.

- 0300.0000 Professional work in personnel or public administration, recruitment, position classification, personnel relations, employee benefits, staff development, employment program planning/administration (27 tasks).**
- 0300.0001 Performs and/or supervises professional work in employment/recruitment program planning and/or administration.
- 0300.0002 Performs and/or supervises professional work in the administration of civil service lists.
- 0300.0003 Performs and/or supervises professional work in position classification and compensation, including the development of proposals for changes in an organization's title structure and position descriptions.
- 0300.0004 Performs and/or supervises professional work in employee selection.
- 0300.0005 Performs and/or supervises professional work in employee benefits, health insurance, and/or unemployment insurance.
- 0300.0006 Performs and/or supervises professional work in occupational safety programs.
- 0300.0007 Performs and/or supervises professional work in personnel and/or labor relations.
- 0300.0008 Performs and/or supervises professional work in management studies and workforce planning.
- 0300.0009 Performs and/or supervises professional work in Equal Employment Opportunity programs.
- 0300.0010 Performs and/or supervises professional work in performance evaluation and staff development.
- 0300.0011 Performs and/or supervises professional work in employee orientation and/or training programs.

- 0300.0012 Performs and/or supervises professional work in programs such as blood drives, and volunteer charitable collections.
- 0300.0013 Performs and/or supervises data collection, analysis, interpretation and/or presentation related to personnel management and staffing, making recommendations as required.
- 0300.0014 Performs and/or supervises advanced technical or professional work involving specialized expertise in personnel or human resources.
- 0300.0015 Performs and/or supervises professional personnel administration and liaison work concerning multi-organizational, group, or organization personnel programs (e.g., occupational safety, blood, health and/or unemployment insurance, etc.).
- 0300.0016 Assists supervisor in determining the need for contractual services, assisting a supervisor to define the scope of such services.
- 0300.0017 Assists supervisor in the selection and performance evaluation of appropriate vendors.
- 0300.0018 Develops and administers or supervises the development and administration of valid personnel testing programs in accordance with professional standards, prepares associated test materials, as required.
- 0300.0019 Serves as a representative, liaison, consultant or expert on major professional or technical matters in a personnel or human resources unit, department, or organization.
- 0300.0020 Serves as deputy to the head of a division or unit of professional and other staff engaged in personnel administration activities.
- 0300.0021 Performs the duties of a deputy to the group or organization's personnel officer or performs assignments equivalent to those of that assignment.
- 0300.0022 Supervises staff in a personnel or human resources unit, department, or organization.
- 0300.0023 Addresses training needs of staff in a personnel or human resources unit, department, or organization.
- 0300.0024 Serves as unit head of professional and other staff engaged in personnel administration activities.
- 0300.0025 Prepares or oversees the preparation, examination, or analysis of data, records, or other electronic documents and reports in a personnel or human resources unit, department, or organization.
- 0300.0026 Conducts or oversees selection interviews, reviews qualification requirements, and/or makes recommendations related to position classification, civil service list creation, and/or recruitment.
- 0300.0027 Prepares or oversees the preparation of staff performance evaluations; monitors staff time and leave.

You will not receive credit for education which you obtain after June 30, 2019 or experience which you obtain after the end of the Application Period.

Residency Requirement Advisory: Under New York City Administrative Code Section 12-120, you might need to be a resident of the City of New York within 90 days of the date you are appointed to this position. Since residency requirements vary by title, appointing agency and length of service, consult the **appointing agency's personnel office** at the time of the appointment interview to find out if City residency is required.

English Requirement:

You must be able to understand and be understood in English.

Proof of Identity:

Under the Immigration Reform and Control Act of 1986, you must be able to prove your identity and your right to obtain employment in the United States prior to employment with the City of New York.

HOW TO APPLY:

If you believe you meet the requirements in the "How to Qualify" section, apply using the Online Application System (OASys) at www.nyc.gov/examsforjobs. Follow the onscreen application instructions for electronically submitting your application and payment and completing any required information. A unique and valid email address is required to apply online. Several internet service providers, including but not limited to Google, Yahoo!, AOL, Outlook.com, and Mail.com offer free email addresses. **All new OASys accounts require verification before a candidate can apply to ensure the accuracy of candidate information. Verification is instantaneous for most accounts and you will receive a confirmation email with instructions to activate your account. For any account creation issues, you will receive onscreen prompts to contact DCAS. This review may require up to two (2) business days to be reviewed and resolved. Please keep this information and the application period deadline in mind when creating your account.** The following methods of payment are acceptable: major credit card, bank card associated with a bank account, or a prepaid debit card with a credit card logo which you may purchase online or at various retail outlets. If you are receiving or participating in certain forms of public assistance/benefits/programs, or are a veteran, you may qualify to have the application fee waived. For more information on eligibility for a fee waiver and documentation requirements visit the Fee Waiver FAQ on the Online Application System at: <https://a856-exams.nyc.gov/OASysWeb/Home/Faq>.

You may come to the DCAS Computer-based Testing & Applications Centers to apply for this examination online. The centers will be open Monday through Saturday from 9:00 AM to 5:00 PM:

Manhattan

2 Lafayette Street
17th Floor
New York, NY 10007

Brooklyn

210 Joralemon Street
4th Floor
Brooklyn, NY 11201

Queens

118-35 Queens Boulevard
5th Floor
Forest Hills, NY 11375

Staten Island

135 Canal Street
3rd Floor
Staten Island, NY 10304

Bronx

1932 Arthur Avenue
2nd Floor
Bronx, NY 10457

You must complete the entire examination by midnight, Eastern time, of the last day of the Application Period (June 25, 2019). If you have questions about applying for this examination, you may contact DCAS at OASys@dcas.nyc.gov.

Special Circumstances Guide: This guide is located on the DCAS website at www.nyc.gov/html/dcas/downloads/pdf/misc/pdf_c_special_circumstances_guide.pdf and available at the DCAS Computer-based Testing & Applications Centers. This guide gives important information about requesting an alternate test date because of religious observance or a special test accommodation for

disability, claiming Veterans' or Legacy credit, and notifying DCAS of a change in your mailing address. Follow all instructions on the Special Circumstances Guide that pertain to you when you complete your "Application for Examination."

REQUIRED INFORMATION:

1. **Application for Examination:** Follow the online instructions, including those relating to the payment of fee and, if applicable, those found in the Special Circumstances Guide.
2. **Foreign Education Evaluation Guide: (Required only if you need credit for your foreign education to meet the education and experience requirements):** If you were educated outside the United States, you must have your foreign education evaluated to determine its equivalence to education obtained in the United States. The services that are approved to make this evaluation are listed on the Foreign Education Evaluation Guide located on the Department of Citywide Administrative Services (DCAS) website at www.nyc.gov/html/dcas/downloads/pdf/misc/foreigneducation.pdf. When you contact the evaluation service, ask for a "**document-by-document**" (**general**) evaluation of your foreign education. You must have one of these services submit its evaluation of your foreign education directly to the Department of Citywide Administrative Services no later than eight weeks from June 30, 2019. (For more information, see **Item #3** in the *Special Insert: Guide for Completing the Online Examination* at the end of this document.)

THE TEST:

The multiple-choice test may be given at a computer terminal or in paper and pencil format. You will be informed of the format on your Admission Notice. Your score on this test will be used to determine your place on an eligible list. You must achieve a score of at least 70% to pass the test.

The multiple-choice test is designed to assess the extent to which candidates have certain abilities determined to be important to the performance of the tasks of an Associate Staff Analyst (ASA). Task areas to be tested are as follows: budget administration, accounting, economic or financial administration, fiscal or economic research and/or fiscal management; procedural, organizational, and operational studies, such as management or methods analysis, program evaluation, economic planning; and personnel administration, such as recruitment, position classification, personnel relations, employee benefits, staff development, etc.

The test may include questions on standards for proper employee ethical conduct and the use of any of the following abilities:

Descriptive Statistics - the ability to apply given statistical formulas, including calculation of means, medians and modes. Example: An ASA may use statistical analyses to prepare fiscal requests, conduct economic studies, and perform management studies and workforce planning.

Quantitative Analysis and Interpretation - the ability to analyze, interpret and understand the underlying principles and meaning of numerical data; recognize inconsistencies and errors in reports containing numerical data. May involve making projections. Example: An ASA may analyze and interpret data related to budget development, personnel related management and staffing, and organizational research related data sets, etc.

Planning and Organizing - the ability to establish a method of execution to accomplish a specific goal over an extended period of time; determine appropriate assignments and allocation of resources, including the ability to prioritize tasks and objectives based on importance, time constraints, etc. Example: An ASA may prepare budget proposals, determine the need for vendor services, and plan employment or recruitment programs, etc.

Management of Personnel, Financial, or Material Resources - for personnel resources, the ability to motivate, develop, and direct people as they work, identify the best people for the job; manage employees needed to accomplish tasks. This also involves determining appropriate assignments and allocation of resources. Example: An ASA may supervise staff of a specific unit, address training needs of staff, and prepare performance evaluations.

Written Expression - the ability to appropriately communicate information and ideas in written words and sentences so intended audience will understand. This may involve reviewing and editing correspondence and other written materials. Example: An ASA may prepare expenditure and revenue reports, procedure manuals, test materials, etc.

Number Facility - the degree to which adding, subtracting, multiplying and dividing can be done quickly and correctly. This can be steps in other operations like finding percentages. This also includes arithmetic reasoning. Example: An ASA may monitor variances between planned and actual expenditures of a budget and determine the percentage change.

Questions based on the above abilities may be concerned with budgeting, procedural, organizational, and operational studies and personnel administration. Certain questions may need to be answered on the basis of documents or other information supplied to the candidates on the date of the multiple-choice exam.

EXAM SITE ADMISSION:

You will be sent an Admission Notice in the mail 14 days before the date on which testing is expected to begin. Your Admission Notice will also be available on your Dashboard in the Online Application System (OASys) account 7 days before the date on which testing is expected to begin. If you access the Admission Notice from your Dashboard in OASys, you must print it out and bring it with you to the test site. Displaying your Admission Notice using any of the prohibited electronic devices referenced in the "Warning" section below will not be permitted. You can also obtain a duplicate Admission Notice in person Monday through Friday from 9:00 AM to 5:00 PM at 1 Centre Street, 14th Floor, New York, NY 10007. Test site assignments will take your address into consideration, but nearness to your address cannot be guaranteed.

Warning: You are not permitted to enter the test site with electronic devices including, but not limited to, cellular phones, smart watches, recording devices, beepers, pagers, cameras, or portable media players. You are not permitted to use any type of headphones or ear buds. **Calculators are permitted;** however, they must be hand-held, battery or solar powered, and numeric only. Calculators with functions **other than** addition, subtraction, multiplication and division are prohibited. Electronic devices with an alphabetic keyboard or with word processing or data recording capabilities such as planners, organizers, etc. are prohibited. If you use any of these devices anywhere at any test site, whether in the testing area, restroom, hallway, or other location, at any time before, during or after the test or Protest Review Session, your test score will be nullified, you will be disqualified from taking any civil service tests for up to five years, and your application fee will not be refunded.

You may not have any other person, including children, present with you while you are being processed for or taking the test, and no one may wait for you inside of a Computer-based Testing & Applications Center while you are taking the test.

Required Identification: You are required to bring one (1) form of valid (non-expired) signature and photo bearing identification to the test site. The name that was used to apply for the exam must match the first and last name on the photo ID. A list of acceptable identification documents is provided below. **If you do not have an acceptable ID, you may be denied testing.** Acceptable forms of identification (bring one) are as follows: State issued driver's license, City or State issued identification card, IDNYC, US Government issued Passport, US Government issued Military Identification Card, US Government issued Alien Registration Card, Employer ID with photo, or Student ID with photo.

Leaving: You must leave the test site once you finish the test. If you leave the test site after being fingerprinted but before finishing the test, you will not be permitted to re-enter. If you disregard this instruction and re-enter the test site, you may not receive your test results, your test score may be nullified, and your application fee will not be refunded.

CHANGE OF MAILING ADDRESS, EMAIL ADDRESS, AND/OR TELEPHONE NUMBER:

It is critical that you promptly notify DCAS of any change to your mailing address, email address and/or phone number. If we do not have your correct mailing address, email address and/or phone number, you will not receive information about your exam(s), consideration for appointment and/or important information that may require a response by a specified deadline. If you need to update your Mailing Address, Email Address, and/or Telephone Number, read below:

- City Employees - update this information in NYCAPS Employee Service (ESS) at www.nyc.gov/ess
- All Others - update this information on your Profile page in the Online Application System (OASys) by logging into your OASys account and navigating to your Dashboard, then your Profile tab at www.nyc.gov/examsforjobs
- Submit a written request in-person or by mail: DCAS, 1 Centre Street, 14th Floor, New York, NY 10007 or brought in person to the same address Monday through Friday from 9AM to 5PM. Your written request must include your full name, social security number, exam title(s), exam number(s), previous mailing and/or email address, and your new mailing and/or email address

CHANGE OF NAME AND/OR SOCIAL SECURITY NUMBER:

Use the Data Correction Form and follow all instructions for changing your name and/or social security number with DCAS. The following link will provide you with the DCAS Data Correction Form: <https://www1.nyc.gov/assets/dcas/downloads/pdf/employment/dp148a.pdf>.

THE TEST RESULTS:

If you meet the education and experience requirements, and pass the multiple-choice test, your name will be placed in final score order on an eligible list, you will be given a list number and you will be notified by mail of your test results. The eligible list determines the order by which candidates will be considered for appointment. If you meet all requirements and conditions, you will be considered for appointment if your name is reached on the eligible list. Once a list has been established, it will typically remain active for four years. To learn more about the civil service system go to: <https://www1.nyc.gov/site/dcas/employment/civil-service-system.page>.

SPECIAL ARRANGEMENTS:

Make-up Test:

You may apply for a make-up test if you cannot take the test on the regular test date(s) for any of the following reasons:

1. compulsory attendance before a public body;
2. on-the-job injury or illness caused by municipal employment where you are an officer or employee of the City;
3. absence from the test within one week after the death of a spouse, domestic partner, parent, sibling, child or child of a domestic partner where you are an officer or employee of the City;
4. absence due to ordered military duty;
5. a clear error for which the Department of Citywide Administrative Services or the examining agency is responsible; or
6. a temporary disability, pregnancy-related, or child-birth-related condition preventing you from taking the test.

To request a make-up test, contact Administration, Customer, and Exam Support in person or by mail at 1 Centre Street, 14th Floor, New York, NY 10007, or by email at testingaccommodations@dcas.nyc.gov, as soon as possible, and include documentation of the special circumstances that caused you to miss your test.

ADDITIONAL INFORMATION:

Selective Certification For Certification:

If you have the certification listed below, you may be considered for appointment to positions requiring this certification through a process called Selective Certification. If you qualify for Selective Certification, you may be given preferred consideration for positions requiring this certification. Follow the instructions given to you on the day of the multiple-choice test to indicate your interest in such Selective Certification. Your certification will be checked by the appointing agency at the time of appointment.

1. **Information Technology Infrastructure Library Certification (39F):** A valid Information Technology Infrastructure Library (ITIL) Practitioner certification.
2. **Project Management Institute Certification (58V):** A valid Project Management Institute (PMI) certification.
3. **Strategic Human Resource Management Certification (HRM):** A valid Strategic Human Resource Management (SHRM) Professional certification.

Selective Certification For Special Experience:

If you have the experience listed below, you may be considered for appointment to positions requiring this experience through a process called Selective Certification. If you qualify for Selective Certification, you

may be given preferred consideration for positions requiring this experience. Follow the instructions given to you on the day of the multiple-choice test to indicate your interest in such Selective Certification. Your experience will be checked by the appointing agency at the time of appointment.

1. **Analysis of Data Experience Using Statistical Analysis System (SAS):** At least one (1) year of satisfactory, full-time experience analyzing data using SAS to perform data management and data cleaning, perform basic statistics such as calculating proportions, means and medians, and conduct bivariate analysis.
2. **Analysis of Data Experience Using Statistical Package for the Social Sciences (SPS):** At least one (1) year of satisfactory, full-time experience analyzing data using SPSS to perform data management and data cleaning, perform basic statistics such as calculating proportions, means and medians, and conduct bivariate analysis.
3. **Analytics Experience (ALE):** At least two (2) years of satisfactory, full-time professional experience analyzing, disaggregating, and synthesizing complex data; identifying and effectively communicating trends; and aligning data to business objectives. This experience must include knowledge of statistics and analytical reporting.
4. **Budget Experience (ANB):** At least three (3) years of satisfactory, full-time professional experience for educational program(s) and/or institution(s) in the preparation, modification, or administration of budgets, and conducting economic research and studies.
5. **Business Analysis Experience (BNA):** At least two (2) years of satisfactory, full-time professional experience in the areas of requirements management, business systems design and modification, and business needs assessment and solutions. This experience must include knowledge of MS Office Suite, operating systems, testing methods, and database types.
6. **Business Relationship Experience (BRE):** At least one (1) year of satisfactory, full-time experience in the areas of Business Relationship management including strategic business relationships, stakeholder relations; IT service and strategies, service quality management and/or other related areas.
7. **Compliance Experience (BCC):** At least one (1) year of satisfactory, full-time professional experience in conducting compliance reviews; preparing compliance reports that identify issues; providing recommendations using quantitative and qualitative data collection; and establishing, developing, and facilitating compliance trainings on regulatory requirements.
8. **Cost Price Analysis and Negotiation Experience (ANE):** At least one (1) year of satisfactory, full-time experience with negotiating prices by analyzing proposers' costs including labor, material, and general & administrative expenses to achieve best in class pricing utilizing one or more of the following techniques: comparing prices to other proposers within a competitive procurement; comparing prices to existing contracts including citywide agreements for the same or similar services; reviewing proposers' program plans for process efficiencies, and/or utilizing information such as indices published by the Bureau of Labor Statistics.
9. **Data Visualization Experience (DAV):** At least two (2) years of satisfactory, full-time experience setting the business context for interpreting data and clarifying and defining that message for stakeholders and non-analysts in order to drive business decisions. This experience must include utilizing data visualization tools such as Tableau, QlikView, etc.
10. **Finance and Budget Experience (FNC):** At least one (1) year of satisfactory, full-time experience in the preparation, modification, or administration of budgets, and conducting economic research and studies.
11. **Human Resources Experience (HRM):** At least one (1) year of satisfactory, full-time experience in a government agency in the areas of personnel administration including performance evaluation, workforce planning, recruitment, position classification, personnel management, training, employment testing, labor and management relations, employee benefits and/or EEO.
12. **Media, Theatre, Film and/or Broadcasting Experience (MBE):** At least one (1) year of satisfactory, full-time experience in the areas related to Media, Theatre, Film, Broadcasting and/or related areas.
13. **Microsoft Excel Experience (EXL):** At least one (1) year of satisfactory, full-time professional experience working with Microsoft Excel including, but not limited to, using advanced functions (VLOOKUP, IF statements) and Pivot Tables.
14. **Municipal Government Experience (MGE):** At least one (1) year of satisfactory, full-time experience working within a municipal government in a similar position, which provides services for a city with over 1 million in population.
15. **Organizational Development Experience (ODE):** At least one (1) year of satisfactory, full-time experience in the areas of organizational development, employee engagement, talent management, training and/or related areas.
16. **Organizational Research Experience (ANO):** At least three (3) years of satisfactory, full-time professional experience for educational program(s) and/or institution(s) using quantitative analysis, cost analysis and other research techniques in a private, not for profit, or government agency.
17. **Personnel Administration Experience (ANP):** At least three (3) years of satisfactory, full-time professional experience for educational program(s) and/or institution(s) in personnel administration which involves such areas as planning and coordinating personnel activities for personnel performing such tasks as personnel relations, performance evaluation, workforce planning, recruitment, position classification, personnel management, training, labor and management relations, and employee benefits.
18. **Specialized Procurement Management & Analysis Experience (MPE):** At least one (1) year of satisfactory, full-time experience in supervision or management of procurements related to government or city contracts. This may include the development of procedures and administration of contract and procurement activities; management of contracting functions and negotiations of prices and terms with vendors, contractors, and suppliers.
19. **Structured Query Language Experience (SQL):** At least one (1) year of satisfactory, full-time professional experience using Structured Query Language (SQL) to perform data management and data cleaning, perform basic statistics such as calculating proportions, means and medians, and conduct bivariate analysis.
20. **Telecommunications Franchise Administration Experience (TFA):** At least one (1) year of satisfactory, full-time experience in the areas of Telecommunications Franchise administration and/or related areas.
21. **Training Experience (TRN):** At least two (2) years of satisfactory, full-time professional experience in training or leading training teams.

The above Selective Certification requirements may be met at anytime during the duration of the list. If you meet the Selective Certification requirement at some future date, please submit a request by mail to: DCAS Bureau of Examinations - Exam Development Group, 1 Centre Street, 14th Floor, New

York, NY 10007. Please include the examination title and number, your social security number, and the Selective Certification you are requesting on your correspondence.

Application Receipt:

You will be emailed a receipt immediately after you have applied for the examination. If you do not receive this receipt, check "Junk", "Trash", or "Spam" folder for the primary email linked to your Online Application System (OASys) account. If you are unable to locate the email, you can view a summary of the notification email to you on your OASys Dashboard, under the Notifications tab. If you are still unable to find the email, please email DCAS via the Contact feature available in OASys with a description of the issue and include the exam number and your profile number located on your Profile page. While on your Profile page, check that the email addresses you provided are correct and/or updated.

Promotion Test:

A promotion examination for this title is being held for eligible employees. The names appearing on the promotion list will be considered first in filling vacancies.

PENALTY FOR MISREPRESENTATION:

Any intentional misrepresentation on the application or examination may result in disqualification, even after appointment, and may result in criminal prosecution.

Special Insert: Guide for Completing the Online Examination

This online examination consists of the following sections:

- Application, including the Notice of Examination and payment of fee
- Education Level
- Employment/Work Experience
- Survey

There are detailed instructions online for each of these sections, so make sure that you read these instructions before you begin to fill out each section. In addition, the **Overview** and **Frequently Asked Questions (FAQs)**, which are accessible throughout the examination process, contain valuable information about the online examination process and civil service procedures governing examinations. This guide is a brief summary of some of the items found in these instructions.

1. You **must** complete the application and examination by midnight, Eastern time, of the last day of the filing period. If you do **not** complete your application, which includes payment of the filing fee, there will be no record that you applied for the examination.
2. You **must** meet the qualification requirements in order to qualify for this examination. If you do **not** meet the qualification requirements, you will be marked **Not Qualified** and your application fee will **not** be returned.
3. **Completing the Education Level section:** For each degree you select, you **must** fill out the information requested. If you were educated in a foreign country, you **must** have an evaluation of your education sent directly to DCAS by a DCAS approved foreign education evaluation service no later than eight weeks from June 30, 2019. Your examination will be tentatively scored based on the education level you claim. Your foreign education evaluation will then be reviewed by DCAS examiners. If the evaluation differs from what you claimed, or if you did **not** submit a foreign education evaluation, your examination will be re-scored, and you may be marked **Not Qualified**.
4. **Completing the Employment/Work Experience section:** For each job you **must** fill out the information requested. A maximum of one year of full-time experience will be credited for each 12-month period. Part-time experience will be pro-rated according to the following ranges:

35 hours per week or more = 100%

34 hours per week or less will be pro-rated as a percentage of a 35-hour work week.

For each job you **must** select the tasks you performed from the tasks listed in the dropdown menu. In order for a job to be credited, you **must** select **at least 6 tasks** from the tasks listed under **either** Task Category #0100 **or** Task Category #0200, **or** Task Category #0300. For example, if you select 2 tasks from Task Category #0100 and you select 4 tasks from Task Category #0200, the job will **not** receive credit.

The General Examination Regulations of the Department of Citywide Administrative Services (DCAS) apply to this examination and are part of this Notice of Examination. They are posted at nyc.gov/dcas and copies are available at the DCAS Computer-based Testing & Applications Centers.

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Title Code No. 12627; Staff Analysis Occupational Group.

**For information about other exams, and your exam or list status, call 212-669-1357.
Internet: nyc.gov/dcas**